

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing**

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# **PHA Plans**

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2004

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE  
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Fairfield Housing Authority

**PHA Number:** CT052

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2004

**Public Access to Information**

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction (select one of the choices below)

**The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.**

- ☒ **The PHA's mission is: To serve our community's housing needs using all resources available. To provide affordable housing for all residents through creative partnerships with public and private collaborators. To provide quality housing opportunities to improve the lives of the citizens who are in need. To provide safe, decent affordable housing for eligible residents of the Town of Fairfield. To provide affordable housing that is in good repair, to be stewards of public funds and trust, and to serve all customers with respect. To do good by doing good business in offering a variety of housing opportunities for the community's citizens.**

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their HUD Strategic Goal. Increase the availability of decent, safe, and affordable housing. own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS. Objectives and quantifiable measures would include targets such as: numbers of families served or

- ☒ **Apply for additional rental vouchers:**
- ☐ **Reduce public housing vacancies:**
- ☒ **Leverage private or other public funds to create additional housing opportunities: by continuing to work with the Town of Fairfield Office of Economic and Community Development**
- ☐ **Acquire or build units or developments**
- ☒ **Other (list below):**
- Support the Town in any attempt to utilize publicly-owned land for the creation of affordable housing units. This action is listed in the Town's Consolidated Plan as a potential strategy to help create additional affordable housing opportunities in Fairfield.**

- ☒ **PHA Goal: Improve the quality of assisted housing**
- Objectives:**

- ☐ **Improve public housing management: (PHAS score)**
- ☒ **Improve voucher management: (SEMAP score)**
- ☒ **Increase customer satisfaction:**

- ☐ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☒ Other: (list below)  
Continue to improve the data management systems to more accurately track the socio-economic characteristics of the households both being assisted and those on the waiting list.

**X PHA Goal: Increase assisted housing choices**

**Objectives:**

- ☒ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
- ☒ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☒ Other: (list below)  
In the future, work with the Town of Fairfield's CDBG program to identify potential candidates for direct homeowner assistance to income-eligible first-time home buyers through the Closing Cost and Mortgage Insurance Assistance Program. This activity will help to provide home ownership opportunities for all low to moderate income renters.

**HUD Strategic Goal: Improve community quality of life and economic vitality**

**☐ PHA Goal: Provide an improved living environment**

**Objectives:**

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and**

individuals

**X** PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

**X** Increase the number and percentage of employed persons in assisted families to become self-sufficient and to make the move to permanent, unsubsidized housing.

\_\_\_\_\_ Provide or attract supportive services to improve assistance recipients' employability:

\_\_\_\_\_ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

**X** Other: (list below)

Work with the Town of Fairfield's CDBG program to support and encourage the development of public service programs designed to provide fair housing counseling and tenant/landlord counseling to low-income Town residents.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

**X** PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:

**X** Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

**X** Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

\_\_\_\_\_ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

\_\_\_\_\_ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

**Streamlined Plan:**

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

**Moving Forward**

Over the past year, the Fairfield Housing Authority (“FHA”) has continued its commitment to efficient and effective administration of affordable housing. By incorporating innovative management techniques and up-to-date technology, developing an active Resident Advisory Board, and recognizing the housing needs of both the existing tenants and the greater housing needs of an ever-changing community, FHA is expanding its commitment to “serve our community’s housing needs using all resources available. To provide affordable housing for all residents through creative partnerships with public and private collaborators. To provide quality housing opportunities, to improve the lives of the citizens who are in need. To provide safe, decent and affordable housing for eligible residents in the Town of Fairfield. To provide affordable housing that is in good repair, to be stewards of public funds and trust, and to serve all customers with respect. To do good by doing good business in offering a variety of housing opportunities for the community’s citizens.”

The [Town of Fairfield](#) (the “Town”) continues to have a severely tight housing market. This, along with finite rental opportunities, limits the possibilities for young families, seniors and low-to-moderate income families to find housing within the Town. The lack of housing choice and affordability continues to be the number one issue not only for FHA, but for the resident population it serves. However, FHA has been actively working with HUD to maintain an increase in their allowed annual rental subsidy amounts. With HUD’s cooperation, FHA will continue to be in a position to serve more people within the

**Town.**

**FHA primarily operates a Section 8 Tenant-Based program, assisting 100+ households per year through the Section 8 Housing Choice Voucher program. In addition, FHA operates one Federal project-based Section 8 facility, Trefoil Court. This development, located at 20 Trefoil Court in Fairfield, is designated for the elderly, and has 22 studios and 8 one-bedrooms, for a total of 30 units. FHA operates two separate waiting lists for the Section 8 Programs. The turnover in each program is approximately two percent per year. FHA also operates one 38-unit, state-funded elderly development, Pine Tree Lane. Pine Tree Lane has a total of 20 studios and 18 one-bedroom apartments.**

**FHA continues to update its existing management and operations policies to include all HUD mandates, and has engaged the Resident Advisory Board throughout the year in social service and community development activities. The Authority has also worked to uphold its mission statement and achieve the goals set forth in the 5-Year Plan**

#### **Annual Plan Intent**

**The intent of this document is to provide a single plan that brings FHA's affordable housing priority needs, objectives and goals together in one affordable housing strategy. One of the goals of the Annual Plan is to work within the framework of the Town of Fairfield's Consolidated Plan to continue to maintain and develop initiatives that support the Town's housing needs.**

#### **FHA Section 8 Program Goals**

**The following is a listing of goals that FHA has set for the Section 8 Program:**

- To assist the local economy by increasing the occupancy rate and the amount of money flowing into the community**
- To encourage self-sufficiency of participant families and assist in the expansion of family opportunities which address educational, socio-economic, recreational and other human services needs**
- To create positive public awareness and expand the level of family, owner and community support in accomplishing FHA's mission**
- To attain and maintain a high level of standards and professionalism in FHA's day-to-day management of all program components**
- To administer an efficient, high-performing agency through continuous improvement of FHA's support systems and commitment to our employees and their development**
- To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level**
- To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents**
- To promote fair housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice**
- To promote a housing program which maintains quality service and integrity while**



- providing an incentive to private property owners to rent to very low income families
- To promote a market-driven housing program that will help qualified low-income families be successful in obtaining affordable housing and increase the supply of housing choices for such families.

#### **FHA Achievements and Updates to Management and Operations Policies**

The following list highlights FHA's achievements over the past year, as well as the changes that have been made to the Authority's management and operations policies:

##### **Achievements**

- Ten percent (10%) of FHA families are represented by the Resident Advisory Board.
- FHA continues to actively work with HUD to receive increases in their allowed rental subsidy amounts. With HUD's cooperation, FHA will continue to be in a position to serve more needy people within the Town.
- FHA continues to work with [Operation Hope](#), a local not-for-profit emergency housing and food pantry working to eliminate hunger and homelessness in the Town. By continuing to foster a relationship with this organization, FHA has been able to place families from its waiting list into new housing provided by Operation Hope. It is FHA's goal to continue this relationship, and place families from its waiting list into Operation Hope housing as it becomes available.
- FHA has a large application pool for every type and size of unit. The Authority maintains an up-to-date, accurate waiting list of over 500 families.
- FHA continues to be involved with the Town of Fairfield Office of Housing and Community Development, Office of Persons with Disabilities, the Fire Department, and many others, and works in conjunction with these entities to help provide low-income homeownership and rental opportunities within their service area, as well as make available the numerous social service programs these groups offer to FHA residents and program participants.
- FHA continues to use the CHAS software system, and has integrated its existing technology to provide an effective and efficient way to manage its waiting list. This software is enabling FHA staff to accurately project waiting list statistics.
- FHA has continued its aggressive landlord outreach. Ads were periodically placed in the local newspaper, and numerous forums were held for potential landlords, community service providers and interested senior citizens citing the benefits of being involved in the Section 8 program.
- One of the most significant achievements of FHA again this past year was the continued fostering of an active RAB board, which will be discussed below.

##### **Updates to Management and Operations Policies**

- FHA continues to streamline its screening and application process. The Authority mails out applications to those families at the top of the waiting list. If the completed

applications are not received, with the proper back-up material and information, within 14 days of the initial mailing, that family is removed from the list. FHA does a group program briefing which is continually being updated as changes occur. This allows for a more productive allocation of staff time. These changes can be found in FHA's Section 8 Administrative Plan.

#### **Resident Advisory Board Participation**

On May 15, 2002, invitations were sent out to all FHA Resident Advisory Board Members, inviting them to participate once again in the QHWRA planning process. It was explained to the participant families that an important part of the planning process is resident input, and that FHA was eliciting comments and suggestions from program participants regarding housing operations, safety, security, quality of housing, etc. The meeting was held on June 13, 200, and sixteen (16) residents were in attendance.

FHA has successfully facilitated the creation of an interested RAB and has conducted seven meetings with the RAB. At the initial meeting, the group decided to expand their role to include not only participation in the QHWRA RAB process, but also participation in educational activities regarding FHA programs, fair housing programs, self-sufficiency programs, etc.; development of a Resident Newsletter; and development of a Resident Assistance Network. FHA staff has been working with the RAB to provide them with the resources necessary to fulfill their goals. The RAB has set up a formal, parliamentary style governing board, and their quarterly meetings involve guest speakers (ranging from the Fire Department to the Office of Persons with Disabilities), and they have taken an active, vocal role in advocacy for affordable housing in the Town of Fairfield.

The RAB was again concerned with the many barriers to affordable housing within the Town of Fairfield. The lack of affordable land and affordable housing stock make it very difficult for low to moderate-income families to obtain suitable housing in Fairfield. This barrier also deters the creation and/or preservation of affordable housing within the Town due to the escalating land costs and improving market. Identifying and maintaining affordable housing units continues to be extremely difficult under the current market conditions. However, the RAB was encouraged to hear that HUD was considering an increase in their allowed rental subsidy amounts. With HUD's cooperation, FHA will soon be in a position to serve more people within the Town.

The RAB set out the following goals for their board, as well as for FHA for Year 2003 at the meeting:

- Continue to Assist FHA in Finding Additional Housing Opportunities/Assistance
  - the RAB recognized that this is an extremely high need in the community, and has set out the following tasks to help FHA achieve its goal of providing more affordable housing opportunities in Fairfield:
    - o Assist in Developing Press Statements/Releases – highlighting the benefits

- o of the “New Housing Choice Voucher Program.”
- o Develop Landlord Peer Programs – encourage the landlords that have had positive experiences with the program to become advocates, promoting the benefits of Section 8 to other potential landlords. The RAB stated that they would assist FHA in identifying landlords, and help to set up the program.
- o Assist in Developing a Promotional Brochure – a glossy, full-color brochure highlighting the benefits of the “New Housing Choice Voucher Program.”
- o Ask local postal workers about housing vacancies within their neighborhoods.
- o Invite Public Officials to RAB meetings, thus giving a united voice to those with housing assistance needs. The RAB has decided to ask FHA commissioners, the First Selectman and the local Congressman to upcoming meetings.
- o Continue to clip housing vacancy ads, thus creating a database of potential housing opportunities.
- Continue to work on the Resident Newsletter, newly named the FHA “Eyes and Ears.” Upcoming articles for the “Eyes and Ears” will include:
  - o Interviews with outstanding FHA families.
  - o Information on the “Spend Down” program that assists families with disabilities.
  - o Information on other various assistance programs including the Lions Club glasses program, Bridgeport and other local job/skill training programs, Police Department Senior Assistance Program, etc.

In addition to helping FHA provide additional housing assistance, the RAB has started the following programs to support not only its members, but also the other FHA program participant families:

- Fairfield Housing Authority Cookbook – the RAB will be eliciting recipes from all FHA participant families, and will compile them into a unique cookbook, which will be distributed to all families.
- Coupon Bank – the RAB will collect and maintain a Coupon Bank available to all participant families.

Finally, the RAB again recognized that the voucher payment standard often falls short of what the market demands. The RAB recommended the following action objectives regarding increasing assisted housing choices within the Town:

- Provide voucher mobility counseling.
- Conduct outreach efforts to potential voucher landlords.
- Increase voucher payment standards.
- Implement voucher homeownership program.

**Discussions regarding the quality of customer service provided by FHA were again extremely positive (for the third year in a row). It was stated that FHA staff researches and disseminates any information regarding additional assistance available to families (i.e. energy assistance, work training, etc.) in a timely fashion. Finally, FHA staff was cited as being caring, courteous, professional and committed to providing quality, affordable housing within the community.**

**FHA is committed to supporting the activities of the RAB in every way possible. All recommendations made by the RAB have been incorporated into this Plan.**

**Annual Plan Table of Contents**  
**[24 CFR Part 903.7 9 (r)]**

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**Attachments**

**Required Attachments:**

- \_\_\_\_\_ **Admissions Policy for Deconcentration**
- \_\_\_\_\_ **FY 2000 Capital Fund Program Annual Statement**
- \_\_\_\_\_ **Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)**

**Optional Attachments:**

- \_\_\_\_\_ **PHA Management Organizational Chart**
- \_\_\_\_\_ **FY 2000 Capital Fund Program 5 Year Action Plan**
- \_\_\_\_\_ **Public Housing Drug Elimination Program (PHDEP) Plan**
- \_\_\_\_\_ **Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)**
- \_\_\_\_\_ **Other (List below, providing each attachment name)**

## Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing	Annual Plan: Rent Determination

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<b>A &amp; O Policy</b>	
<b>N/A</b>	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	<b>Annual Plan: Rent Determination</b>
<b>X</b>	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	<b>Annual Plan: Rent Determination</b>
<b>N/A</b>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	<b>Annual Plan: Operations and Maintenance</b>
<b>N/A</b>	Public housing grievance procedures check here if included in the public housing A & O Policy	<b>Annual Plan: Grievance Procedures</b>
<b>X</b>	Section 8 informal review and hearing procedures <u><b>X</b></u> check here if included in Section 8 Administrative Plan	<b>Annual Plan: Grievance Procedures</b>
<b>N/A</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	<b>Annual Plan: Capital Needs</b>
<b>N/A</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	<b>Annual Plan: Capital Needs</b>
<b>N/A</b>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	<b>Annual Plan: Capital Needs</b>
<b>N/A</b>	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	<b>Annual Plan: Capital Needs</b>
<b>N/A</b>	Approved or submitted applications for demolition and/or disposition of public housing	<b>Annual Plan: Demolition and Disposition</b>
<b>N/A</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	<b>Annual Plan: Designation of Public Housing</b>
<b>N/A</b>	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	<b>Annual Plan: Conversion of Public Housing</b>
<b>N/A</b>	Approved or submitted public housing homeownership programs/plans	<b>Annual Plan: Homeownership</b>
<b>X</b>	Policies governing any Section 8 Homeownership program	<b>Annual Plan: Homeownership</b>

Applicable & On Display	Supporting Document	Applicable Plan Component
	check here if included in the Section 8 Administrative Plan	
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction,

and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics,

Family Type	Overall	Severe	Substantial	Minor	Family type A from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available	Family type B from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available	Family type C from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available
Income <= 30% of AMI	527	5	5	3	1	2	2
Income >30% but <=50% of AMI	447	5	5	3	1	2	2



Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	2. Size	Location
Income >50% but <80% of AMI	423	5	5	3	1	2	2
Elderly	510	5	5	3	1	2	2
Families with Disabilities	N/A						
African American	35	5	5	3	1	2	2
Hispanic	76	5	5	3	1	2	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy  
("CHAS") dataset
- ☐ American Housing Survey data  
Indicate year: \_\_\_\_\_
- ☐ Other housing market study  
Indicate year: \_\_\_\_\_
- ☐ Other sources: (list and indicate year of information)

#### A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	500		
Extremely low	345	69%	

income <=30% AMI			
Very low income (>30% but <=50% AMI)	141	28%	
Low income (>50% but <80% AMI)	14	3%	
Families with children	371	74%	
Elderly families	93	14%	
Families with Disabilities	125	18%	
Caucasian	125	25%	
African American	252	50%	
American Indian	6	1%	
Asian	1	1%	
Unknown Race	116	23%	
Hispanic/Latino	162	32%	
Not Hispanic/Latino	205	41%	
Unknown Ethnicity	133	27%	

<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
<b>1BR</b>			
<b>2 BR</b>			
<b>3 BR</b>			
<b>4 BR</b>			
<b>5 BR</b>			
<b>5+ BR</b>			
<p>Is the waiting list closed (select one)?    <u>    </u> No    <u>  X  </u> Yes</p> <p>If yes:</p> <p>        <b>B.      How long has it been closed (# of months)?      21 months</b></p> <p>        Does the PHA expect to reopen the list in the PHA Plan year?    <u>    </u> No    <u>  X  </u> Yes</p>			

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  X  No   Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <u> X </u> Section 8 tenant-based assistance - TREFOIL COURT - Project-Based <u> </u> Public Housing <u> </u> Combined Section 8 and Public Housing <u> </u> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	62		
Extremely low income <=30% AMI	62	100%	
Very low income >30% but <=50% AMI	0		
Low income >50% but <80% AMI	0		
Families with children	0		
Elderly families	62	100%	
Families with Disabilities	No information		
Caucasian	No information		
African American	No information		
American Indian	No information		
Asian	No information		
Unknown Race	No information		

Hispanic/Latino	No information		
Not Hispanic/Latino	No information		
Unknown Ethnicity	No information		
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

B. How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No  
Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list IN THE UPCOMING YEAR, and the Agency's reasons for choosing this strategy.

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line

☐ Reduce turnover time for vacated public housing units

- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**B. Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations

\_\_\_\_\_ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- \_\_\_\_\_ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- \_\_\_\_\_ Community priorities regarding housing assistance
- \_\_\_\_\_ Results of consultation with local or state government
- \_\_\_\_\_ Results of consultation with residents and the Resident Advisory Board
- \_\_\_\_\_ Results of consultation with advocacy groups
- \_\_\_\_\_ Other: (list below)

**Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: Public housing operations, public housing capital improvements, public housing safety/security, public housing		
1. Federal Grants (FY 2004 grants)	\$ 1,218,985	
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 134,688	
f) Public Housing Drug	\$ 0	

Sources	Planned \$	Planned Uses
Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$ 0	
h) Community Development Block Grant	\$ 0	
i) HOME	\$ 0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Project Account Balance	\$ 753,150	
3. Public Housing Dwelling Rental Income	N/A	
4. Other income (list below)	\$ 0	
4. Non-federal sources (list below)	\$ 0	
Total resources	\$ 2,106,823	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing – N/A**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.



**(1) Eligibility**

**a. When does the PHA verify eligibility for admission to public housing? (select all that apply)**

\_\_\_\_\_ When families are within a certain number of being offered a unit: (state number)

\_\_\_\_\_ When families are within a certain time of being offered a unit: (state time)

\_\_\_\_\_ Other: (describe)

**b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?**

\_\_\_\_\_ Criminal or Drug related activity

\_\_\_\_\_ Rental history

\_\_\_\_\_ Housekeeping

\_\_\_\_\_ Other (describe)

c. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

**a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)**

\_\_\_\_\_ Community-wide list

\_\_\_\_\_ Sub-jurisdictional lists

\_\_\_\_\_ Site-based waiting lists

\_\_\_\_\_ Other (describe)

**b. Where may interested persons apply for admission to public housing?**

\_\_\_\_\_ PHA main administrative office

\_\_\_\_\_ PHA development site management office

\_\_\_\_\_ Other (list below)

**c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment**

**1. How many site-based waiting lists will the PHA operate in the coming year?**

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☐ Three or More

b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies
- ☐ Overhoused

- ☐ Underhoused
- ☐ Medical justification
- ☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

**a. Preferences**

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection (5) Occupancy)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

**Former Federal preferences:**

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing
- ☐ Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

**Other preferences: (select below)**

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than

once, etc.

\_\_\_\_\_ **Date and Time**

**Former Federal preferences:**

- \_\_\_\_\_ **Involuntary Displacement (Disaster, Government Action, Action of Housing**
- \_\_\_\_\_ **Owner, Inaccessibility, Property Disposition)**
- \_\_\_\_\_ **Victims of domestic violence**
- \_\_\_\_\_ **Substandard housing**
- \_\_\_\_\_ **Homelessness**
- \_\_\_\_\_ **High rent burden**

**Other preferences (select all that apply)**

- \_\_\_\_\_ **Working families and those unable to work because of age or disability**
  - \_\_\_\_\_ **Veterans and veterans' families**
  - \_\_\_\_\_ **Residents who live and/or work in the jurisdiction**
  - \_\_\_\_\_ **Those enrolled currently in educational, training, or upward mobility**
- programs**
- \_\_\_\_\_ **Households that contribute to meeting income goals (broad range of incomes)**
  - \_\_\_\_\_ **Households that contribute to meeting income requirements (targeting)**
  - \_\_\_\_\_ **Those previously enrolled in educational, training, or upward mobility**
- programs**
- \_\_\_\_\_ **Victims of reprisals or hate crimes**
  - \_\_\_\_\_ **Other preference(s) (list below)**

**4. Relationship of preferences to income targeting requirements:**

- \_\_\_\_\_ **The PHA applies preferences within income tiers**
- \_\_\_\_\_ **Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements**

**(5) Occupancy**

**a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)**

- \_\_\_\_\_ **The PHA-resident lease**
- \_\_\_\_\_ **The PHA's Admissions and (Continued) Occupancy policy**
- \_\_\_\_\_ **PHA briefing seminars or written materials**
- \_\_\_\_\_ **Other source (list)**

**b. How often must residents notify the PHA of changes in family composition? (select all that apply)**

- ☐ At an annual reexamination and lease renewal
- ☐ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

**(6) Deconcentration and Income Mixing**

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site-based waiting lists

☐ If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

☐ If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments

☐ If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing

☐ Actions to improve the marketability of certain developments

☐ Adoption or adjustment of ceiling rents for certain developments

☐ Adoption of rent incentives to encourage deconcentration of poverty and

\_\_\_\_\_ income-mixing  
\_\_\_\_\_ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

\_\_\_\_\_ Not applicable: results of analysis did not indicate a need for such efforts  
\_\_\_\_\_ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

\_\_\_\_\_ Not applicable: results of analysis did not indicate a need for such efforts  
\_\_\_\_\_ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

### (1) Eligibility

~~Unless otherwise specified~~, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation  
\_\_\_\_\_ Criminal and drug-related activity, more extensively than required by law or regulation  
\_\_\_\_\_ More general screening than criminal and drug-related activity (list factors below)

☒ Other (list below)

FHA does not screen family behavior or suitability of tenancy. At or before the FHA approval for tenancy, the FHA will inform the owner that screening and selection for tenancy is the responsibility of the owner. The owner is responsible for screening families based on their tenancy histories, including such factors as: payment of rent and utility bills, care for a unit and premises, respecting the rights of other residents to the peaceful enjoyment of their housing, and compliance with other essential conditions of tenancy.

b. ☒ Yes \_\_\_\_\_ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. \_\_\_\_\_ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☒ Yes \_\_\_\_\_ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-

authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☒ Criminal or drug-related activity

☒ Other (describe below)

The FHA provides the landlord with the family's current and prior addresses as shown in the FHA's records; and the name and address (if known) of the landlord at the family's current and prior address.

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

☒ None

☐ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project-based certificate program

☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

**(3) Search Time**

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The FHA Housing Choice Voucher is valid for a period of one hundred fifty (150) calendar days from the date of issuance.

**(4) Admissions Preferences**

a. Income targeting

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8

tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

**Former Federal preferences**

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

**Other preferences (select all that apply)**

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
  - Elderly/Disabled/Handicapped households

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☐ Date and Time

**Former Federal preferences**

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing



- ☐ Homelessness
- ☐ High rent burden

**Other preferences (select all that apply)**

- ☐ Working families and those unable to work because of age or disability
- 4 Veterans and veterans' families
- 1 Residents who live in your jurisdiction
- 3 Residents who work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- 2 Other preference(s) (list below)
  - Elderly/Disabled/Handicapped households

**4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)**

- ☐ Date and time of application
- X Drawing (lottery) or other random choice technique

**5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)**

- X This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

**6. Relationship of preferences to income targeting requirements: (select one)**

- ☐ The PHA applies preferences within income tiers
- X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

**a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)**

- X The Section 8 Administrative Plan

- \_\_\_\_ Briefing sessions and written materials  
\_\_\_\_ Other (list below)

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- X   Through published notices  
\_\_\_\_ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing – N/A**

Exemptions: PHAs that do not administer public housing are not required to complete sub-

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- \_\_\_\_ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- \_\_\_\_ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

##### **b. Minimum Rent**

1. What amount best reflects the PHA's minimum rent? (select one)

- \_\_\_\_ \$0  
\_\_\_\_ \$1-\$25  
\_\_\_\_ \$26-\$50

2. \_\_\_\_ Yes \_\_\_\_ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

**3. If yes to question 2, list these policies below:**

**a. Rents set at less than 30% than adjusted income**

**1. \_\_\_\_ Yes \_\_\_\_ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?**

**2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:**

**d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)**

\_\_\_\_ **For the earned income of a previously unemployed household member**

\_\_\_\_ **For increases in earned income**

\_\_\_\_ **Fixed amount (other than general rent-setting policy)**

**If yes, state amount/s and circumstances below:**

\_\_\_\_ **Fixed percentage (other than general rent-setting policy)**

**If yes, state percentage/s and circumstances below:**

\_\_\_\_ **For household heads**

\_\_\_\_ **For other family members**

\_\_\_\_ **For transportation expenses**

\_\_\_\_ **For the non-reimbursed medical expenses of non-disabled or non-elderly families**

\_\_\_\_ **Other (describe below)**

**e. Ceiling rents**

**1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)**

\_\_\_\_ **Yes for all developments**

\_\_\_\_ **Yes but only for some developments**

\_\_\_\_ **No**

**2. For which kinds of developments are ceiling rents in place? (select all that apply)**

\_\_\_\_ **For all developments**

- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

**3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)**

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

**f. Rent re-determinations:**

**1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)**

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☐ Other (list below)

**g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?**

**(2) Flat Rents**

**1. In setting the market-based flat rents, what sources of information did the PHA**

use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program).

### (1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☒ Above 110% of FMR (if HUD approved; describe circumstances below)

On August 13, 2002, we were notified that our request to exceed 110% of FMR received approval from Mr. Michael Lui until such time as a) the FMR for our jurisdiction equaled or exceeded the exception rate payment standards we were granted or b) we submit a request for and are granted approval for an increase in our current payment standards.

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually  
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families  
☒ Rent burdens of assisted families  
☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

In addition to the HUD hardship criteria as defined in 24 CFR 5.630, the Fairfield Housing Authority will consider the circumstances on a case-by-case basis.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

(Select one) PHA's management structure and organization.

- ☐ An organization chart showing the PHA's management structure and organization is attached.  
☒ A brief description of the management structure and organization of the PHA follows:

The Executive Director of the Fairfield Housing Authority oversees the activities of the Section 8 Program Manager. Technical services are provided through independent contractors and consultants on an as-needed basis. The FHA is governed by a 5-member Board of Directors that includes the required participant representative, Ms. Alice Sabanosh. The Executive Director also manages Trefoil Court, FHA's 30-unit multi-family project-based Section 8

development. There are no additional FHA staff.

## B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)		
Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	100	2% - 5%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	30 multi-family project-based	5%
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

## C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 (2) Section 8 Management: (list below)

FHA Administrative Plan for the Section 8 Housing Choice Voucher Program.

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

**A. Public Housing**

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

☐ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

**B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

☒ PHA main administrative office  
☐ Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(I) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template OR, at the PHA's option, by completing and attaching a properly updated HUD-52837.



the PHA Plan at Attachment (state name)

-or-

\_\_\_\_\_ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template OR by completing and attaching a properly updated HUD-52834.

**a. If yes to question a, select one:**

\_\_\_\_\_ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

\_\_\_\_\_ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

**B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

\_\_\_\_\_ Yes \_\_\_\_\_ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

**1. Development name:**

**2. Development (project) number:**

**3. Status of grant: (select the statement that best describes the current status)**

- \_\_\_\_\_ Revitalization Plan under development
- \_\_\_\_\_ Revitalization Plan submitted, pending approval
- \_\_\_\_\_ Revitalization Plan approved
- \_\_\_\_\_ Activities pursuant to an approved Revitalization Plan underway

\_\_\_\_ Yes \_\_\_\_ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

\_\_\_\_ Yes \_\_\_\_ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

\_\_\_\_ Yes \_\_\_\_ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. \_\_\_\_ Yes \_\_\_\_ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### **2. Activity Description**

\_\_\_\_ Yes \_\_\_\_ No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
<b>1a. Development name:</b>
<b>1b. Development (project) number:</b>
<b>2. Activity type:</b> ____ Demolition ____ Disposition
<b>3. Application status (select one)</b> ____ Approved ____ Submitted, pending approval ____ Planned application
<b>4. Date application approved, submitted, or planned for submission: (DD/MM/YY)</b>
<b>5. Number of units affected:</b>

Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

**2. Activity Description**

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type:
<input type="checkbox"/> Occupancy by only the elderly
<input type="checkbox"/> Occupancy by families with disabilities
<input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one)
<input type="checkbox"/> Approved; included in the PHA’s Designation Plan
<input type="checkbox"/> Submitted, pending approval

<input type="checkbox"/> <b>Planned application</b>
<b>4. Date this designation approved, submitted, or planned for submission:</b> <b><u>(DD/MM/YY)</u></b>
<b>5. If approved, will this designation constitute a (select one)</b> <input type="checkbox"/> <b>New Designation Plan</b> <input type="checkbox"/> <b>Revision of a previously-approved Designation Plan?</b>
<b>1. Number of units affected:</b> <b>7. Coverage of action (select one)</b> <input type="checkbox"/> <b>Part of the development</b> <input type="checkbox"/> <b>Total development</b>

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### **2. Activity Description**

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
<b>1a. Development name:</b>
<b>1b. Development (project) number:</b>
<b>2. What is the status of the required assessment?</b> <input type="checkbox"/> <b>Assessment underway</b> <input type="checkbox"/> <b>Assessment results submitted to HUD</b> <input type="checkbox"/> <b>Assessment results approved by HUD (if marked, proceed to next question)</b> <input type="checkbox"/> <b>Other (explain below)</b>

<p>3. ____ Yes ____ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p>____ Conversion Plan in development</p> <p>____ Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p>____ Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p>____ Activities pursuant to HUD-approved Conversion Plan underway</p>
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p>____ Units addressed in a pending or approved demolition application (date submitted or approved:</p> <p>____ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )</p> <p>____ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )</p> <p>____ Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p>____ Requirements no longer applicable: site now has less than 300 units</p> <p>____ Other: (describe below)</p>

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

# **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

## **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. \_\_\_\_ Yes \_\_\_\_ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for

each applicable program/plan, unless eligible to complete a streamlined submission due to small PHA or high performing PHA status. PHAs completing streamlined submissions may skip to component 11B.)

**2. Activity Description**

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description</b> <b>(Complete one for each development affected)</b>
<b>1a. Development name:</b> <b>1b. Development (project) number:</b>
<b>2. Federal Program authority:</b> <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
<b>3. Application status: (select one)</b> <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
<b>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)</b>
<b>5. Number of units affected:</b> <b>6. Coverage of action: (select one)</b> <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

**2. Program Description:**

**a. Size of Program**

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

**b. PHA-established eligibility criteria**

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this PHA component. Section 8 On-Target Welfare (HUD) is required to complete sub-component C.

**1. Cooperative agreements:**

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was verbally agreed to on 10/08/03

**2. Other coordination efforts between the PHA and TANF agency (select all that apply)**

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

**a. Self-Sufficiency Policies**

**Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)**

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

**b. Economic and Social self-sufficiency programs**

☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)




**(2) Family Self Sufficiency program/s**

**a. Participation Description**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b.      Yes      No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies  
  X   Informing residents of new policy on admission and reexamination  
  X   Actively notifying residents of new policy at times in addition to admission and reexamination.  
     Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services  
  X   Establishing a protocol for exchange of information with all appropriate TANF agencies  
     Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may take ensure the safety of public housing residents PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**1. Describe the need for measures to ensure the safety of public housing residents**

(select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

**2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).**

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

**3. Which developments are most affected? (list below)**

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: )

**14. RESERVED FOR PET POLICY**

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.

- High performing and small PHAs are not required to complete this component.
1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)  
☐ Not applicable  
☐ Private management  
☐ Development-based accounting  
☐ Comprehensive stock assessment  
☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the optional Public Housing Asset Management

Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA MUST select one)

☐ Attached at Attachment (File name)

☒ Provided below:

On May 15, 2003, invitations were sent out to all FHA Resident Advisory Board Members and participant families, inviting them to participate once again in the QHWRA planning process. It was explained in the invitation that an important part of the planning process is resident input, and that FHA was eliciting comments and suggestions from program participants regarding housing operations, safety, security, quality of housing, etc. The meeting was held on June 13, 2003, and sixteen (18) program participants were in attendance.

The RAB was again concerned with the many barriers to affordable housing within the Town of Fairfield. The lack of affordable land and affordable housing stock make it very difficult for low to moderate-income families to obtain suitable housing in Fairfield. This barrier also deters the creation and/or preservation of affordable housing within the Town due to the escalating land costs and improving market. Identifying and maintaining affordable housing units continues to be extremely difficult under the current market conditions. However, the RAB was encouraged to hear that HUD had increased in their allowed rental subsidy amounts. With HUD's cooperation, FHA will continue to be in a position to serve more people within the Town.

The RAB set out the following goals for their board, as well as for FHA for Year 2004 at the meeting:

- Continue to Assist FHA in Finding Additional Housing Opportunities/Assistance – the RAB recognized that this is an extremely high need in the community, and has set out the following tasks to help FHA achieve its goal of providing more affordable housing opportunities in Fairfield:
  - Assist in Developing Press Statements/Releases – highlighting the benefits of the “Housing Choice Voucher Program.”
  - Develop Landlord Peer Programs – encourage the landlords that have had positive experiences with the program to become advocates, promoting the benefits of Section 8 to other potential landlords. The RAB stated that

they would assist FHA in identifying landlords, and help to set up the program.

- Assist in Developing a Promotional Brochure – a glossy, full-color brochure highlighting the benefits of the “Housing Choice Voucher Program.”
- Ask local postal workers about housing vacancies within their neighborhoods.
- Invite Public Officials to RAB meetings, thus giving a united voice to those with housing assistance needs. The RAB has decided to ask FHA commissioners, the First Selectman and the local Congressman to upcoming meetings.
- Continue to clip housing vacancy ads, thus creating a database of potential housing opportunities.

– Continue to work on the Resident Newsletter, newly named the FHA “Eyes and Ears.” Upcoming articles for the “Eyes and Ears” will include:

- Interviews with outstanding FHA families.
- Information on the “Spend Down” program that assists families with disabilities.
- Information on other various assistance programs including the Lions Club glasses program, Bridgeport and other local job/skill training programs, Police Department Senior Assistance Program, etc.

In addition to helping FHA provide additional housing assistance, the RAB has continued the following programs to support not only its members, but also the other FHA program participant families:

- Fairfield Housing Authority Cookbook – the RAB continues to elicit recipes from all FHA participant families, and compile them into a unique cookbook, and distribute to all families.
- Coupon Bank – the RAB continues to collect and maintain a Coupon Bank available to all participant families.

Finally, the RAB again recognized that the voucher payment standard often falls short of what the market demands. The RAB recommended the following action objectives regarding increasing assisted housing choices within the Town:

- Provide voucher mobility counseling.
- Conduct outreach efforts to potential voucher landlords.
- Increase voucher payment standards.
- Implement the voucher home ownership program.

Discussions regarding the quality of customer service provided by FHA were again extremely positive (for the fourth year in a row). It was stated that FHA staff researches and disseminates any information regarding additional assistance available to families (i.e. energy assistance, work training, etc.) in a timely fashion.

Finally, FHA staff was cited as being caring, courteous, professional and committed to providing quality, affordable housing within the community.

FHA is committed to supporting the activities of the RAB in every way possible. All recommendations made by the RAB have been incorporated into this Plan.

**3. In what manner did the PHA address those comments? (select all that apply)**

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☒ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

FHA has once again included in its goals to encourage and support the activities of the Resident Advisory Board

The objectives of this goal are as follows:

- ☐ Provide adequate resources to the jurisdiction-wide Resident Advisory Board to support and promote their activities, including:
  - ☐ Participation in the RAB process
  - ☐ Participation in educational activities regarding FHA programs, fair housing programs, self-sufficiency programs, etc.
  - ☐ Ongoing development of a Resident Newsletter
  - ☐ Ongoing development of a Resident Assistance Network.

Additionally, FHA based their Strategic Goal and Action Objectives on comments and recommendations made by the RAB.

☐ Other: (list below)

**B. Description of Election process for Residents on the PHA Board**

1. ☒ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

**3. Description of Resident Election Process**

**a. Nomination of candidates for place on the ballot: (select all that apply)**

☐ Candidates were nominated by resident and assisted family organizations

- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

**b. Eligible candidates: (select one)**

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

**c. Eligible voters: (select all that apply)**

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary)

**1. Consolidated Plan jurisdiction: Town of Fairfield**

**2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)**

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- ☐ Increasing the supply and availability of senior affordable rental housing in the Town by supporting the rehabilitation and/or new construction of affordable senior units
- ☐ Increasing the supply of quality, affordable rental housing in the Town by supporting the rehabilitation of affordable rental units
- ☐ Encouraging the provision of supportive services aimed at promoting self-sufficiency
- ☐ Assisting and cultivating affordable homeownership opportunities through



the construction of affordable ownership housing, the rehabilitation of existing ownership housing and financial assistance to first-time homebuyers in conjunction with improving the availability of supportive local services to homeowners.

\_\_\_\_\_ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

##### **Resident Membership on the Governing Board**

1. Ms. Alice Sabanosh, 20 Trefoil Court, Fairfield, CT 06825

##### **Membership of the Resident Advisory Board**

1. Mr. Robert Schede, 248 Melville Drive, Fairfield, CT 06825-3318
2. Ms. Wilma Swanson, 299 Spruce Street, Southport, CT 06890-1402
3. Mr. William Vuono, 1838 Black Rock Turnpike, Apt. 308, Fairfield, CT 06825-3547
4. Mrs. Betty Schede, 248 Melville Drive, Fairfield, CT 06825-3318
5. Ms. Frances Scheidt, 127-A Tunxis Hill Road, Fairfield, CT 06825-4857
6. Ms. Maria Drumm, 111 Churchill Street, Fairfield, CT 06824-6106
7. Ms. Eva Shelly, 240 Villa Avenue, 1<sup>st</sup> floor, Fairfield, CT 06825-1941
8. Mr. Calvert Hood, 542 Villa Avenue, Fairfield, CT 06825-1947
9. Ms. Jean Elbert, 1838 Black Rock Turnpike, Apt. 207, Fairfield, CT 06825-3547
10. Ms. Jessica Zenquis, 232 Melville Drive, Fairfield, CT 06825-3318

11. Mr. Robert L. Card, 1838 Black Rock Turnpike, Apt. 209, Fairfield, CT 06825-3547
12. Ms. Mary Jane Fitzpatrick, 123 Tunxis Hill Road, Apt. A, Fairfield, CT 06825-4857
13. Ms. Mildred Gilbert, 125 Tunxis Hill Road, Fairfield, CT 06825-4857
14. Ms. Linda Pistey, 69 Beacon View Drive, Fairfield, CT 06825-3704
15. Ms. Margaret Toth, 89 Ardmore Street, Fairfield, CT 06824-6127

**Deviation and Significant Amendment**

The following is the PHA's definition of a significant amendment or substantial deviation/modification of the PHA Plan:

**Substantial Deviation from the 5-Year Plan:**

Any change to the Mission Statement; 50% deletion from or addition to the goals and objectives as a whole; and 50% or more decrease in the quantifiable measurement of any individual goal or objective.

**Significant Amendment or Modification to the Annual Plan:**

Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or Capital Fund Program Annual Statement; Any change in policy or procedure that requires a regulatory 30-day posting; Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Home Ownership programs; and Any change inconsistent with the local, approved Consolidated Plan at the discretion of the Executive Director.

## **Attachments**

**Use this section to provide any additional attachments referenced in the Plans.**

